



EIP Enrollment Process

I. PHASE ONE – EIP INQUIRY FORM

Agencies interested in providing early intervention services through the New Jersey Early Intervention System (NJEIS) must complete and submit an “EIP INQUIRY FORM”. The EIP Inquiry form may be obtained through the internet at www.state.nj.us/health/fhs/eiphome.htm or by contacting the Department of Health and Senior Services, NJEIS at 609-777-7734.

A separate EIP Inquiry Form must be completed by each agency applying for approval as an EIP provider in the NJEIS. In New Jersey, only agencies and not individuals may enroll as EIP providers. Individual practitioners may participate as employees or consultants through an enrolled EIP.

The EIP Inquiry Form must be completed accurately by the applicant agency and will not be considered without a dated signature by an authorized representative from the agency.

Within 10 to 15 days of receipt of a completed EIP Inquiry Form, the Department will forward an enrollment packet or otherwise provide written notification to the applicant agency on the status of the request for enrollment.

II. PHASE TWO – ENROLLMENT PACKAGE

Based on information obtained from the completed inquiry form, input from the Regional Early Intervention Collaboratives, and, as needed, further communication with the agency, NJEIS may invite an interested agency to submit an EIP Enrollment Package for review and consideration. The “EIP Enrollment” package will identify one or more of the early intervention service options listed below, an initial agreed upon capacity (Comprehensive EIPs and Targeted Evaluation Teams only), and a minimum agreed upon geographic service area.

A. SERVICE OPTIONS

1. Comprehensive EIP commits to:

- Maintain at least five different full-time-equivalent (FTEs), consistent with NJEIS personnel standards;
- Serve or grow to serve at least 50 children and accept assignment as the comprehensive EIP for these children;
- Provide comprehensive services in an agreed upon geographic area of at least one county; and
- Provide early intervention services in any of the service delivery locations identified on the IFSP.

2. Targeted Evaluation Team: An agency commits to maintain at least five different full time equivalents, consistent with NJEIS personnel standards, and provide evaluations for eligibility determination, assessment and IFSP development to a minimum of one county geographic area for an established number of children.

3. **Services Vendor:** An Agency or entity incorporated by the State of New Jersey or filing corporate returns in the State of New Jersey that agrees to:
- Maintain at least three to five employees consistent with NJEIS personnel standards to provide services on an as needed basis to eligible children and their families;
 - Deliver one or more services in a geographic area, that, at a minimum, includes one complete county;
 - Coordinate with the Special Child Health Services- Service Coordinator to determine availability to provide IFSP services as requested to implement an IFSP;
 - As agreed to with the service coordinator, provide IFSP services to eligible early intervention children;

Note: A services vendor for specialized populations may function as a child's Comprehensive EIP, even if other IFSP services are arranged through additional services vendors in order to meet the needs of the child and family.

B. ENROLLMENT PACKAGE INCLUDES:

1. Cover Letter from NJEIS (indicating status of the enclosed LOA)*
2. EIP Letter of Agreement (sample for review only or the final version for signature)*
3. EIP Agency Information Profile form
4. EIP Service Practitioner Profile form
 - a. The Applicant Agency is responsible for making sufficient copies of this form for completion by each individual and qualified practitioner that will provide early intervention services.
 - b. Agencies may elect to complete the form in total or in part for each practitioner and are responsible for submitting the profiles to NJEIS or its Central Finance Office.
5. Terms and Conditions for Administration of Grants
6. Cost Principles

The applicant is responsible for obtaining the Applicable "Cost Principles" at:

 - <http://www.whitehouse.gov/OMB/grants/#circulars>
 - OMB Circular A-21 is for use by Educational Institutions
 - OMB Circular A-87 is for use by State and Local Governments
 - OMB Circular A-122 is for use by non Profit Organizations
 - http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfrv1_99.html
 - OMB Circular for hospitals
7. W-9/Questionnaire
 - a. For new agencies, a "W-9 form/questionnaire" has also been enclosed for completion and immediate return with signed payment vouchers.
8. Assurances
 - a. Proof of professional liability insurance that covers service practitioners.
 - b. Certification Regarding Debarment and Suspension
 - c. Certification Regarding Lobbying
 - d. Certification Regarding Environmental Tobacco Smoke
 - e. Certification Regarding Possession of the "Terms and Conditions for Grants Administration" and the applicable addendum "Cost Principles".
 - f. Certification Regarding Drug-Free Workplace Act of 1988 (34 CFR Part 85, Subpart F); Executive Order 12549.

III. PHASE THREE – LETTER OF AGREEMENT

Agencies that successfully complete the enrollment process will receive from DHSS a fully executed Letter of Agreement.

Note: An EIP may not provide services until the Department of its designated agent confirms receipt of signed letter of agreement and officially posts the agency on the approved provider listing.

NJEIS Rate Schedule as of July 1, 2003

Rate Structure	Hourly Rates	<p>Rates will be adjusted annually, effective January 1, using the Medicare Economic Index.</p> <p>Claims processed prior to the posting and adjustment of the rate will be reconciled, using the new rate, retroactive to January 1.</p> <p>Please note modifiers to the rates are pending for transportation, security, and groups.</p>
Early Intervention Specialist (Center)	\$58.12	
Early Intervention Specialist (Home & Community)	\$88.77	
Paraprofessional (Center)	\$36.99	
Paraprofessional (Home & Community)	\$60.24	
Physician (Center)	\$93.00	
Physician (Home & Community)	\$135.27	
Therapist (Center)	\$69.75	
Therapist (Home & Community)	\$104.62	

- **Early Intervention Specialist (EIS)**
Behavioral Specialist, Child Development Specialist, Nurse (Registered), Orientation. & Mobility Specialist, Social Worker, Special Educator
- **Therapist**
Physical Therapist, Speech Pathologist, Occupational Therapist, Nutritionist, Psychologist
- **Paraprofessional**
Certified Occupational Therapy Assistant, Physical Therapy Assistant, Program Assistant, Family Liaison
- **Physician**
Pediatrician/Other Physician, Psychiatrist